

# FLEET ACCOUNT APPLICATION FORM

## Frequently Asked Questions

### What steps do I take to open a Fleet Account with Car Spa?

**Step 1.** Fill out the entire application form provided

**Step 2.** Sign Application and Personal Guaranty

**Step 3.** Make copies of front and back of credit card to be used if using payment option #1

**Step 4.** Email application to [fleet@carspa.net](mailto:fleet@carspa.net) or mail in an envelope to:

Car Spa, Inc.

4835 LBJ Freeway, Suite 650 Dallas, TX 75244

**Step 5.** Upon and after approval, a Car Spa representative will contact you.

### How long will the processing take?

Processing takes anywhere from 1-2 weeks. When your application is approved, the account will open and you will be notified of the process via phone/email.

### What if the application was not qualified or needed additional information?

You will be notified by Car Spa either via mail or a phone call. You can be notified for a few reasons, for example, we may request additional information in order to process the application or we may need a confirmation on a credit card number or the name that appears on the card. There are several reasons that can contribute to an application not being approved. It can be as simple as not receiving enough information or entering in a wrong number in the credit card number. We will notify you if your application was not qualified and the reasons associated. Please contact us at [fleet@carspa.net](mailto:fleet@carspa.net) for additional information.

### What methods of payment are accepted for a Fleet Account?

Payment option #1 is major types of credit cards, such as VISA, MasterCard, Discover, & American Express. Payment option #2 is checks. Please see page 3 of this application.

### What's the minimum amount of business required to establish a fleet account?

A \$100 minimum of services per week is required to keep the account active. Your Account will be reviewed periodically. Car Spa reserves the right to terminate the account for lack of activity and/or negligence.

Will my account automatically be canceled if I do not meet the \$100 per week requirement? No, your account will be reviewed periodically. After the review, the status can be determined at that time if necessary. Car Spa reserves the right to terminate the account for lack of activity and/or negligence.

### What if my account is canceled?

Please contact us immediately at [fleet@carspa.net](mailto:fleet@carspa.net). There could be several reasons for this.



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## Frequently Asked Questions (Cont.)

### **How will my company be billed?**

You will automatically be charged at the end of our 4-week billing period for total charges accrued from Monday through Sunday during the 4-week period.

If set up for invoicing, you will receive an invoice by email and/or mail, then you can submit payment via check made out to Car Spa, Inc.

### **What billing documents will be provided?**

You will receive a summary and detail listing of weekly transactions along with a copy of the credit card transaction, if applicable, from Car Spa.

### **What if my card is lost or stolen?**

Notify us immediately at [fleet@carspa.net](mailto:fleet@carspa.net) and provide all information including card number, the day you lost your card, etc.

### **What if I suspect fraudulent activity on my account?**

You must report any suspected fraudulent activity promptly. Contact us at [fleet@carspa.net](mailto:fleet@carspa.net) immediately.

### **Who can I contact regarding my account?**

If for any reason you need to contact Car Spa personnel. Contact us at [fleet@carspa.net](mailto:fleet@carspa.net) immediately. We will be happy to answer any questions.



# FLEET ACCOUNT APPLICATION FORM

## Payment Options

Car Spa has a program designed to help businesses and organizations with fleets easily manage their car cleaning and car maintenance needs. Your business/organization benefits from a single invoice every 4-week billing period, with one of two payment options. To qualify for this program, you need to spend an average of \$100 per week in total combined services which include: exterior wash, full service wash, state inspection, and oil change. You can call 469-916-2611 or email [fleet@carspa.net](mailto:fleet@carspa.net) for help filling out the application.

### PAYMENT OPTION #1 - CREDIT CARD

Customer can provide a credit card to keep on file, and at the end of the 4-week billing period, the card is charged.

**The application requires the customer to provide:**

- Business Data
- Personal Guarantee of Payment
- Credit Card Data
- Signature to authorize the use of the credit card

**Processing highlights:**

- The customer will receive a statement of activity each period.
- Possession of a card is not required to charge a service your account.

### PAYMENT OPTION #2 - INVOICE

Customer will receive a detailed invoice via email with Net 30 terms to be paid via check.

**The application requires the following information:**

- Business Data
- Personal Guarantee of payment
- Bank References
- Trade References

**Processing highlights:**

- Car Spa will create a detailed bill for each 4-week period of transactions.
- Possession of a card is not required to charge a service your account.



# FLEET ACCOUNT APPLICATION

## CONTACT INFORMATION OF OFFICER/PARTNER

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_

Phone(Office): \_\_\_\_\_ Phone(Mobile): \_\_\_\_\_

Fax: \_\_\_\_\_

Size of Your Fleet(Number of Vehicles): \_\_\_\_\_

## PERSONAL GUARANTY

In consideration of car spa opening the fleet account pursuant to this application the undersigned guarantor hereby agrees to unconditionally and personally guaranty payment of all amounts due under the car spa fleet account opened pursuant to this application and agreement. The undersigned guarantor further agrees to pay the total balance due on the account opened pursuant to this application and agreement upon demand, without requiring car spa to proceed first to enforce payment against the applicant liable on this account. In the event of default by the applicant, guarantor hereby waives notice of default, and agrees that this guaranty shall be applicable until the account has been terminated and all amounts due hereunder have been paid in full. The undersigned guarantor agrees that in the event the account is not paid as agreed, car spa may report the undersigned's liability to the credit bureaus and others who may lawfully receive such information.

\_\_\_\_\_  
Signature of Guarantor

\_\_\_\_\_  
Date

# FLEET ACCOUNT APPLICATION

## Payment Option #1-- Credit Card

### BUSINESS INFORMATION

Name of Business: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Is your business tax exempt?  Yes  No

If yes, please attach completed resale or exemption certificate with this application.

### CREDIT CARD INFORMATION

Card Type:  VISA  Master  Discover  American Express

Name on Card: \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiration Date (MM/YY): \_\_\_\_\_

CVV#: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Car Spa Location You Would Like to Visit (For our location information, visit CarSpa.net):

City: \_\_\_\_\_ State: \_\_\_\_\_

### AGREEMENT

Applicant hereby applies for a car spa fleet account and agrees that applicant has read, understands and will be bound by the terms of this application and agreement as set forth herein. Applicant has indicated the above credit card will be kept at the car spa corporate headquarters for use at the car spa locations noted above. Applicant agrees to maintain this account as current and chargeable at all times until the account is terminated. Car spa reserves the right to terminate the account for any reason. Applicant hereby authorizes the car spa locations noted above to automatically charge the credit card for all charges to applicant's fleet account. Any person signing on behalf of a business attests that the applicant is a valid business entity and that said person is authorized to make this application on the applicant's behalf.

Notwithstanding anything to the contrary, applicant understands and agrees that applicant is responsible for paying for all services provided by car spa pursuant to this fleet account application and agreement.

Driver's License #: \_\_\_\_\_

Expiration Date (MM/DD/YYYY): \_\_\_\_\_ Issuing State: \_\_\_\_\_

Print Name: \_\_\_\_\_

\_\_\_\_\_  
Signature of Guarantor

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



# FLEET ACCOUNT APPLICATION

## Payment Option #2-- Invoicing

### BUSINESS INFORMATION

Name of Business: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Is this address your billing address?  Yes  No

If no, please provide your billing address:

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Is your business tax exempt?  Yes  No

If yes, please attach completed resale or exemption certificate.

Business Tax I.D. #: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Legal Form Under Which Business Operates:

Proprietorship  Partnership  Corporation  LLC

If Division/Subsidiary, Name of Parent Company: \_\_\_\_\_

State of Incorporation or Origin: \_\_\_\_\_

In Business Since: \_\_\_\_\_

Name of Company Principal Responsible for Business Transactions:

\_\_\_\_\_

### Bank References #1:

Name of Institution: \_\_\_\_\_

Optional:  Checking Account  Savings Account

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Phone #: \_\_\_\_\_

### Bank References #2:

Name of Institution: \_\_\_\_\_

Optional:  Checking Account  Savings Account

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Phone #: \_\_\_\_\_



# FLEET ACCOUNT APPLICATION

## Payment Option #2-- Invoicing(Cont.)

### Trade References #1:

Business Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Address Line 1: \_\_\_\_\_  
Address Line 2: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Account Opened Since: \_\_\_\_\_  
Credit Limit: \_\_\_\_\_ Current Balance: \_\_\_\_\_

### Trade References #2:

Business Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Address Line 1: \_\_\_\_\_  
Address Line 2: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Account Opened Since: \_\_\_\_\_  
Credit Limit: \_\_\_\_\_ Current Balance: \_\_\_\_\_

### Trade References #3:

Business Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Address Line 1: \_\_\_\_\_  
Address Line 2: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Account Opened Since: \_\_\_\_\_  
Credit Limit: \_\_\_\_\_ Current Balance: \_\_\_\_\_

I hereby certify that the information contained herein is complete and accurate. This information has been furnished with the understanding that it is to be used to determine the amount and conditions of the credit to be extended. Furthermore, I hereby authorize the financial institutions listed in this credit application to release necessary information to the company for which credit is being applied for in order to verify the information contained herein. I hereby accept all charges applied to this house account. In consideration of Car Spa opening the house account pursuant to this application the undersigned hereby agrees to unconditionally guarantee payment of all amounts due under the Car Spa house account opened pursuant to this application and agreement. The undersigned guarantor further agrees to pay the total balance due on the account opened pursuant to this application and agreement upon demand, without requiring Car Spa to proceed first to enforce payment against the applicant liable on this account. In the event of default by the applicant, guarantor hereby waives notice of default, and agrees that this guaranty shall be applicable until the account has been terminated and all amounts due hereunder have been paid in full. The undersigned guarantor agrees that in the event the account is not paid as agreed, Car Spa may report that undersigned's liability to the credit bureaus and others who may lawfully receive such information. The applicant hereby agrees to the payment terms of 30 days. This house account will not include fuel purchases of any kind.

\_\_\_\_\_  
Signature of Guarantor Title Date



## BILLING INFORMATION AND APPROVAL FORM

Billing Email: \_\_\_\_\_

Billing Preference (Must select at least one):  Mail  Email

Estimated Spend Per Week: \$ \_\_\_\_\_

Identifying ID required? (This is used by Car Spa to identify the vehicles of your business)

Yes  No

If yes, what type of ID do you prefer?

License Plate  VIN#  Employee ID  Other \_\_\_\_\_

Copy of receipt required?  Yes  No

Types of service(s):  Exterior Wash  Exterior Wash + Interior Clean

Detail  Oil Change  Emissions

### For Car Spa Use Only

\*Managers – mark the agreed upon washes and consult with FSS for any special pricing. Special pricing must be approved by FSS first and will be based on number of cars and estimated spend. Requests and approvals must be provided in writing.

	Exterior Wash	Exterior + Interior	Detail	Oil Change	Emissions	WSR
Quantity						
Type						
Pricing						

### For Invoicing Account:

Three Credit References Received From Applicant?  Yes  No

Terms: Net \_\_\_\_\_ Days Identifying ID Type: \_\_\_\_\_

Notes: \_\_\_\_\_

Application Approved  Not Approved

By: \_\_\_\_\_ Date: \_\_\_\_\_

Account Set-up Complete  Account Set-up Not Complete

By: \_\_\_\_\_ Date: \_\_\_\_\_

Sent to location manager & customer: \_\_\_\_\_ Date: \_\_\_\_\_





# Fleet Account Detail Report

(For: XYZ Company, sorted by Date)

Car Spa Hub  
All Sites

From Mon 12/31/2007  
Thru Sun, 1/27/2008

<b>Sale ID: 1234567890</b>	<b>PW</b>				
VehicleID 112233					
1 Full Service Wash	12.99				
1 Towel Dry					
1 Online Tire Shine	3.00				
1 Cotroneo \$4 Full Svc	-4.00				
1 General House Acct	11.99				
Wash Svcs: Wash TrShine					
<b>1/17/2008, 03:15pm @ 0029 Roswell</b>	<b>-11.99</b>				
<b>Cust Code (LP#) N/A</b>	<b>User #012345</b>				
<b>Sale ID: 1234567890</b>	<b>PW</b>				
VehicleID 223344					
1 Full Service Wash	12.99				
1 Towel Dry					
1 Online Tire Shine	3.00				
1 Cotroneo \$4 Full Svc	-4.00				
1 General House Acct	11.99				
Wash Svcs: Wash TrShine					
TOTAL: <u>Sales</u> <u>Charges</u> <u>Payments</u> <u>Net Charge</u>					
		23	189.63	28.16	-161.47

SAMPLE